

BOYLSTON CONSERVATION COMMISSION

PROCEDURES FOR RECEIPT OF A CERTIFICATE OF OCCUPANCY

1. A request for a Certificate of Occupancy (COO) shall be made a minimum of two weeks prior to the sign-off being needed.
2. Ideally, the applicant shall have obtained a Certificate of Compliance (COC) based on the Massachusetts Wetland Protection Act Order of Conditions (OOC), and, if applicable, a separate COC based on the Town of Boylston Stormwater Control Permit. If the applicant has not obtained a COC, the following must be complete at a minimum:
 - a. The site must have received temporary stabilization consisting of at a minimum of placement of topsoil and hydroseed, or topsoil, seed and erosion control blanket (based on the OOC) – if placement of topsoil and hydroseed cannot be completed due to winter conditions, a layer of bark mulch/wood chips, or other suitable stabilization method(s), must be placed as a temporary measure.
 - b. Photographs showing the entire disturbed portion of the site and the topsoil/seed or wood chips must be presented to the Conservation Commission along with a request for the COO. Requests must be made in writing to the Conservation Administrator at least one week in advance of the COO being needed.
 - c. If there is not a COC, the applicant must present the letter below to the new homeowner with confirmation of receipt at the closing returned to the Conservation Commission.